

ETP CAL-E-FORCE REFERENCE GUIDE – MASS DROP TRAINEES

1. At the top of the landing page, select the **Contracts** button on the button bar.



2. Click on the contract for which you would like to manually submit a progress payment. The system will take you to your Contract Details page.

The screenshot shows the 'Contracts' page. At the top is a yellow navigation bar with a home icon, 'CONTRACTS', 'ETP WEBSITE', and 'REPORTS'. Below the navigation bar is a section titled 'Contracts' with a dropdown menu set to 'All Contracts'. Below this is a table with columns: CONTRACT ..., VIEW CO..., ACCOUNT NAME, and STATUS. The table contains two rows of contract data. A mouse cursor points to the 'View' link in the first row.

	CONTRACT ...	VIEW CO...	ACCOUNT NAME	STATUS
1	19KO-12345	View	Vanderpump Dogs	Contract Executed In Progress
2	19KO-0012-000	View	Vanderpump Construction	Contract Executed In Progress

3. Select the **Create Invoice** button on the button bar at the top of the Contract Details page.



4. Choose **Progress** from the invoice types and click **Next**.

Choose Invoice Type

Progress
 Final
 Close - Out

Cancel

Upload Payments
Next

5. Check the checkbox(es) for the trainee(s) you would like to drop.

Progress Invoice

Previous
Back to Contract
Save
Next

FIRST NAME	LAST NAME	EMPLOYEE ID	TOTAL HOURS	JOB NUMBER	<input type="checkbox"/> P1	<input type="checkbox"/> P2	DROP
Kelsey	Oehrke	0219	13.75	2	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Maddie	Madison	000023	14	1	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Geri	Geri	22222	13	1	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Jenny	Jenny	22223	18	1	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

6. Click the **Next** button at the bottom or top of the page.

Save
Next

7. When asked if you are sure you want to drop the trainee(s), click **Continue**.

Your trainees will be dropped and you will be taken back to the Contract Detail Page.

Drop Trainee

Are you sure you want to drop the trainee(s)?